

# SRI DAMANSARA CLUB

## Liaison Committee 2011/2012

### Minutes of Meeting

**Minutes No.5**

**Date:** 27 February 2012

**Venue:** Cempaka Room

**Time:** 7.30pm to 10.40pm

**Members Present:**

√ Lim Jit Hoh (LJH)	√ Walter Lee (WL)
√ Steven Oon Hoon Nam (OHN)	√ Wong Kam Choong (WKC)
Zohrab Chong Aik Shuen (ZC)	√ Robert Tan Say Loon (TSL)
√ Belinda Koh (BK)	√ Chong Yin Fook (CYF)
√ Lee Kim Seong (LKS)	Frieda Koh (FK)
√ Azhar Abu Bakar (AAB)	

**Club Representative:** En. Ahmad Shukri Tahir & Mr. Sam Lim

**Absent with Apologies:**

1. Zohrab Chong Aik Shuen (Travels)
2. Frieda Koh ( Birthday)

**Agenda:**

1. Welcome by Chairperson
2. Address by Club Rep
3. Matters arising from previous Minutes
4. Feedback Management
5. Portfolio Updates
6. Any other matters

Item	Description	Remarks/ Decision	Action By
1	<p><b>Welcome Address by the Vice Chairman</b></p> <p>LJH welcomed the members to the 5th meeting. He also extended a welcome to the Club Representatives as well.</p> <p>LJH thank LKS for chairing the last meeting during his absent</p> <p>LJH welcome the presence of Sam to address the issue raised.</p> <p>LJH requested to Sam to provide the budget for each LC portfolio to work within the budget given rather than putting up a budget for plan activities</p>	<p>Sam informed that the customary budget will be status quo. Club appreciates the proposal submitted by the LC however at mgmt level</p>	<b>For info</b>

Item	Description	Remarks/ Decision	Action By
		has given the directive not to provide for any additional budget. Sam propose that the LC look into alternative option when organizing the activities	
2	<b>Adoption of Minutes</b>  Minutes No. 4 proposed by LKS and seconded by KC for adoption.	Noted. Club to publish on the Notice Board.	<b>Club</b>
<b>Matters Arising from Previous Minutes</b>			
3	<b>Club Representative</b> Sam updated that Royal Oak after 6 months in operation have close down. Club have shorted 3 potential provider and target to reopen by 1 April 2012.		<b>For info</b>
4	<b>Key New Events 2012</b>  LKS requested for help to organize the Karaoke Competition. One of the potential judge is Thomas. Target to have the competition in June 2012. Sub-committee set up involving Walter/Chong/FK.  Walter thank the Club for doing good job on the repair on the wall and repainted Replacement of warm light to white light is still pending  Propose that date for the respective activities: 1) Karaoke Competition – June 2012 2) Story Telling – 26 may 2012 3) Swimming Gala – May 2012 4) Family Day – under review		<b>LKS/FK CYF &amp; ZC</b>         <b>LKS/FK/CYF/ZC</b>
5	<b>Feedback Management:</b> No official feedback receive for the month  Members question on the operating hours for the Hot Café.  Sam update that Monday is close for operations		
<b>Portfolio Updates</b>			

Item	Description	Remarks/ Decision	Action By
6	<p><b>Badminton</b> BK shared the following for Club's attention:</p> <ul style="list-style-type: none"> <li>• Court 2 &amp; 3 is still affected by water leakage from the ceiling. Report with still not action.</li> <li>• In addition, the parquets for Court 2 &amp; 3 is coming out and loose</li> <li>• Spot light in between Court 2 &amp; 3 has been replaced</li> <li>• Request and budget put up to participate in the Veteran league 2012 is pending for approval. BK highlight that the due date to revert to the organization committee is on the next day</li> <li>• The Entrance Door Closer is not working</li> <li>• The Friend match with Raintree Club KL is confirmed on 25 March 2012. Club to issue letter of invitation</li> </ul>	<p>Shukri to look into it and revert.</p> <p>Sam to revert decision to BK</p> <p>Shukri confirm that the repair can be done by this week</p>	<p><b>Club</b></p> <p><b>ZC</b></p> <p><b>Club</b></p> <p><b>Club</b></p>
7	<p><b>Tennis</b></p> <p>Shukri update that lighting repair completed. The loose nails and pin scattered around have been cleared. Repair on spectator bench to be retender because the budget has been reduced to RM9000.00. Projected target to commence repair in 3<sup>rd</sup> week of March 2102</p> <p>Proposal to organize SD Tennis Close towards end April</p>	<p>ZC to provide proposal to Club</p>	<p><b>For info</b></p> <p><b>Club</b></p> <p><b>ZC</b></p>
8	<p><b>Squash</b> WKC highlighted the following for immediate action:</p> <ul style="list-style-type: none"> <li>• Court wall cracking repaired.</li> <li>• Lights shorting affecting the court is still pending</li> <li>• Flooring is a little bit slippery</li> </ul>	<p>Target projected to replace lighting in by 1<sup>st</sup> week of March 2012</p> <p>Need to do grinding and get quotation. Target 1<sup>st</sup> week of March .for Quotation and 3<sup>rd</sup> week to commence repair</p>	<p><b>Club</b></p> <p><b>WKC</b></p>

Item	Description	Remarks/ Decision	Action By
9	<p><b>Snooker &amp; Dart</b>  TSL introduced Jacky Lau (MN: P1893R) and Peter Ong (MN: P1683R) as two active snooker player in the club. TSL requested for the Club to provide update on the delay setting up of the Snooker Facilities.</p> <p>Shukri update that the renovation from the upstairs Café has cause leakage to the Snooker Room. Therefore the Club is not able to settle to smelly effect until after Oct 2011, where the ceiling has been repaired. Shukri update that he has contacted 2 main contractor and one of them is Professional Pool and Snooker that however they have reverted but not responded professionally that has caused the delay.</p> <p>Shukri informed that the Club has approved a budget within RM1200 per table and to source the right supplier.</p> <p>Sam however reminded that the water proofing problem may not solve permanently and expected to happen if there is any future renovation at the Café.</p>	<p>Jacky, Peter and TSL propose to explore again with PPS or to source for another supplier and will assist in the repair requirement.</p>	<p><b>Club</b></p> <p><b>TSL</b></p>
10	<p><b>Gymnasium</b>  AAB shared / updated the following:</p> <ul style="list-style-type: none"> <li>• Club provided 12KG dump-bell instead of 15KG as requested.</li> <li>• All 4 units of Free dumb-bell is missing. Requested for the Club to install CCTV as there is not full time staff on duty</li> <li>• Railing for the stretching is loose.</li> <li>• Installation of Air condition pending</li> </ul> <p>• Member asked for hand towel. Propose to put on signage if the club is to discontinue. LJH highlighted that the decision to discontinue providing the hand towel reflect the discontinued of benefits to the members which is not favorable.</p>	<p>Due to out of stock. Once it is in stock, the club can purchase for 15KG</p> <p>Approval received to install air-cond. Target is by 1<sup>st</sup> week of March 2012</p> <p>No provision to replace hand towel due to cost. Sam advise LC to take this up to the Management attention</p>	<p><b>Club</b></p> <p><b>Club</b></p> <p><b>Club/LJH</b></p>

Item	Description	Remarks/ Decision	Action By
	<ul style="list-style-type: none"> <li>Updated that cleaning was carried out during lunch hour</li> <li>CYF – propose to organise for Biggest Loser Program for Club member only</li> </ul>	AAB to submit proposal and budget to Sam	<b>AAB</b>
11	<p><b>Swimming/ Shower &amp; Sauna</b> CYF highlighted the following:</p> <ul style="list-style-type: none"> <li>The swimming pool water is dirty/ cloudy The current towel stock is in very bad condition. LJH propose to change the colour</li> <li>During the budget meeting, Shukri has requested to replace 1000 pc and having 2 quotation in hand and another quotation on rental basis. Projected target to complete review in one month time ie end or March 2012 and target to supply to members by end April 2012</li> <li>Shampoo dispenser in the ladies shower room is not functioning</li> </ul>	Shukri update that they just complete the repair at the pool side flooring this week	<b>Club</b>
12	<p><b>Table Tennis</b> TSL updated on behalf of OHN on the following:</p> <ul style="list-style-type: none"> <li>Status to have one table to be put permanently in Cempaka Room – still pending</li> <li>After checking with member, there is not enough participants to organize in-house game. Currently there is only 2 active players</li> </ul>	.	<b>Club</b>  <b>For info</b>
13	<p><b>Library/Cinema &amp; Children’s Playroom</b> BK highlighted the following on behalf of FK:</p> <p><u>Library</u></p> <ul style="list-style-type: none"> <li>Noted that there is no librarian station inside at present to ensure safety and upkeep.</li> <li>CYF propose that the administrative staff during office hours to be station in the library.</li> <li>FK to submit Story telling Competition</li> </ul>	<p>Club has decided to have multi tasking staff to handle library</p> <p>Sam will review this option</p>	<b>For info</b>  <b>Club</b>  <b>FK</b>

Item	Description	Remarks/ Decision	Action By
14	<p><b>Karaoke Room</b></p> <p>LKS shared and highlighted the below:</p> <ul style="list-style-type: none"> <li>• He highlighted that the staff have done well in photocopy of the material and song books</li> <li>• He highlighted that the staff is on part time and therefore the enforcement is not effective</li> <li>• The room have smell and mosquitoes flying around</li> </ul>	<p>Sam will conduct a briefing on enforcement to the staff</p> <p>Shukri shared that the room is next to the kitchen and will spray mosquitoes repellent</p>	<p><b>Club</b></p> <p><b>Club</b></p>
15	<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Shukri update that there is no incident reported in 2012, Changing of the light has been done and security guard is patrolling around the area</li> <li>• LKS requested for the club to update on the dengue situation in the club</li> <li>• Shukri updated that so far there is no dengue cases reported and has passed MPPJ inspection over two occasion</li> <li>• LKS brought up on the issue of non member parking in members parking lot and propose clamping.</li> <li>• Sam shared that the Club do not have provision to clamp. Reinforcement still lacking by the security officer as the compound is big.</li> <li>• BK propose to conduct reinforcement for one week to create the awareness.</li> </ul>		<p><b>Club</b></p>
16	<p><b>F&amp;B</b></p> <p>LKS highlighted the following for information:</p> <ul style="list-style-type: none"> <li>• <b>No complaint on Seafood restaurant</b></li> </ul>		<p><b>For Info</b></p>
17	<p><b>Board Games</b></p> <p>WL update that there is no issue raised</p>		<p><b>WL</b></p>
18	<p><b>Wellness &amp; Social</b></p> <p>Reported on behalf of ZC that he is gathering the information to have road show on eye care</p> <p>Family Day plan under review for more</p>	<p>ZC will liaise with the club.</p>	<p><b>ZC</b></p> <p><b>ZC</b></p>

Item	Description	Remarks/ Decision	Action By
	indeas		
19	<b>Any other Matter</b> None		
20	<b>Next Meeting</b> Per schedule, next proposed meeting is on 8.00pm Monday, 9 April 2012.	ZC to remind and inform the Club representatives as well.	<b>ZC</b>

Meeting adjourned at 10.40pm